

**ELK GROVE COMMUNITY SERVICES DISTRICT  
MINUTES OF A REGULAR BOARD MEETING  
Tuesday, February 3, 2004 – 6:30 p.m.  
EGCSD Administration Building**

**ATTENDANCE:**

Directors present included Gerald Derr, Doug McElroy, Pat Perez, and Elaine Wright. Director Mulberg arrived at 6:45 p.m.

General Manager Rita Velasquez, Administrative Services Director Jeff Ramos, Fire Chief Keith Grueneberg, and Administrator of Parks & Recreation David Wigginton were also in attendance.

**A. CALL TO ORDER/PLEDGE OF ALLEGIANCE**

1. President Perez called the meeting to order at 6:30 p.m.
2. Director McElroy led the Pledge of Allegiance.

**B. ANNOUNCEMENTS/PRESENTATIONS**

1. A moment of silence was observed for the passing of former CSD Board member Sophia Scherman's son from pneumonia.

**C. DEPARTMENT HEAD REPORTS**

1. General Manager – Rita Velasquez reported many hours of work are cumulated on tonight's agenda. Work continues at the Barbara Morse Wackford Aquatic/Community Complex with recent completion of the exterior framing at the main building; the framing of interior walls at 50% completion; commencement of work at the snack bar; placement of HVAC equipment on the roof; and shot treatment of all pools. The Elk Grove Library Group has submitted their application for grant funding; staff will continue to work with them in anticipation of them receiving that grant. Castle Engineering is working on the waterline drawings for the CSD Administration Building. Finally, staff will be meeting with property owners for negotiation of property for Fire Station 77.
2. Administrative Services Department – Jeff Ramos stated 1099s were processed and mailed out, as were W2s on January 16<sup>th</sup>. Staff has completed training on the archiving project and is in the process of scanning documents into the system. Property for Fire Station 72 has closed. Staff is finalizing contract negotiations with Pacific Financial Management (PFM), an asset management company that specializes in high quality issuers to invest the District's monies; the item will be forwarded to the Board for review and approval.
3. Parks & Recreation Department – Under the Recreation Division, David Wigginton indicated new classes are being offered to youth, teens and adults in the new Winter/Spring 2004 Activity Guide; 43 participants requested scholarships through Operation Clyde; 22 volunteers attended the first of twelve Coaches Clinics offered; a recent teen snow trip proved to be very successful; and all classes for Toddler Time are full.

By way of our Parks Division, crews have completed 154 work orders. The Elk Grove Pool is being prepared for high school use; three concrete block bins were constructed in the maintenance yard to hold bark, ball field mix, and soil. With the implementation of the Tree Management Program, 60 trees have been pruned and 32 dead/dying trees have been removed.

Since the takeover of the softball complex at Elk Grove Regional Park on January 1, 2004, 300 hours have been invested in the repair of the fields and other amenities, including replacement of 100 bleachers and back stop boards; removing the lips where the infield meets the outfield; installation of sod; upgrading the fields and the infields; removal of dirt and mud in the concrete areas; removal of dead trees; and overhauling the irrigation system.

In the Design Division, David reported 17 landscape projects were reviewed this past month. The Johnson Park Recreation Center site improvements contract was awarded. Staff is soliciting bids this month for Kramer and Johnson Park – Phase II; developers have solicited bids for Keema, Lewis, and Bradford Parks – results should come in no later than the end of the week; and the Berens Park bids have also been received – construction will start on the parks when weather conditions allow.

Upcoming events include the Western Festival scheduled for May 1<sup>st</sup> and 2<sup>nd</sup> and the Strauss Festival scheduled for July 22<sup>nd</sup> through the 25<sup>th</sup>.

4. Fire Department – Keith Grueneberg reported work is progressing along nicely at the Training Facility, with fencing around the facility half way complete; the front drainage on East Stockton has been completed; the monument sign has arrived; finish grade on the property and the tower is at two-thirds completion; the pads are being cut for classrooms and the office; interior work is in progress; the rail car is on order; the light standards are being installed; and the final pour for the swift water rescue and will be done at the same time as other cement pads at the facility.

Call volumes for the month of January totaled 536 calls. Community outreach/ public relations included 7 fire station tours; two school visits; participation at Donner Elementary School's safety fair; assisting with Project Ride's Crab Feed; and assisting a local family by hanging a Welcome Home banner for a military policeman coming home from Iraq.

#### **D. COMMUNICATIONS FROM THE PUBLIC**

1. Adelay Idler, on behalf of the Elk Grove/Laguna Women's Group reported \$2,300 has been raised towards the fourth thermal imaging camera since December, when the group last presented a \$10,000 check to the Fire Department. The group is busy working on the upcoming March 13 Tri-tip and Chicken Barbeque Dinner fundraiser at Laguna Town Hall, featuring live music by the Elk Grove Swing Band, raffle prizes, door prizes, and a silent auction. Adelay stated tickets are still available for \$25 and asked for everyone's support in what they hope will be the last of their fundraising efforts.

#### **E. CONSENT CALENDAR**

1. The Board approved the January 20, 2004 minutes of a regular Board meeting. Mulberg-Derr, unanimous.
2. The Board received and filed letters of appreciation to District employees.
3. The Board received and filed the In-lieu/Developer Fee report for the period July 1, 2003 through January 31, 2004.
4. The Board declared the Fire Department's 1990 Pontiac Bonneville (Unit No. 28) as surplus and authorized its donation to the Sacramento Area Fire Chaplaincy. Mulberg-Derr, unanimous.
5. The Board authorized the Fire Chief to proceed with the lease purchase of two (2) 2004 Pierce triple combination pumpers and one (1) Pierce 3,500 gallon water tender as replacement apparatus previously approved in the Master Plan. Mulberg-Derr, unanimous.
6. The Board approved and ratified the successor Memorandum of Understanding between the District and Management Employee Organization (MEO) effective July 1, 2003. Mulberg-Derr, unanimous.

7. The Board ratified the Senior Management Employment Contract with Steven Foster for the position of Fire Marshal, effective February 1, 2004. Mulberg-Derr, unanimous.
8. The Board authorized the Fire Chief to begin the recruitment process to establish a hiring list preparatory to staffing Engine 74, and to fill current vacancies pursuant to the Master Plan. Mulberg-Derr, unanimous.
9. The Board adopted Resolution No. 2004-04, granting an easement to Citizens Telecommunications Company of California to locate, construct, and maintain underground communication facilities within the landscape area on Poppy Ridge Road; and authorized the General Manager to execute all necessary documents. Mulberg-Derr, unanimous.
10. The Board authorized the General Manager to surplus obsolete/non-usable computers and related equipment. Mulberg-Derr, unanimous.

#### **F. ADVERTISED PUBLIC HEARINGS**

1. NONE

#### **G. PUBLIC HEARINGS**

1. NONE

#### **H. STAFF REPORTS**

1. The Board affirmed the sports field rental fee schedule as approved at the January 6, 2004 Board meeting as follows:

Facility	Staff Fee	Light Fee	Field Use Fee Daily Rate	Field Use Fee Hourly Rate
CSD Sports Fields	\$25/Hour	\$20/Hour	\$130 - 1 Day \$65 - Additional Half Day	\$15/Hour

In response to Sierra Valley Senior Softball League's request for re-consideration of their rental fee for the Henry Kloss Softball Complex at Elk Grove Regional Park, the Board directed staff to work with league representatives to identify an alternate site which does not require reservations, that would accommodate the league's games on Thursday mornings. Mulberg-Derr, unanimous. Director Perez stated he would like to see a copy of the rental fee agreement between the Sierra Valley Senior Softball League and the Southgate Rec & Parks District.

2. The Board authorized the Fire Chief to proceed with solicitation of bids for the construction of the Fire Station 72 relocation, funded by the Laguna South Finance Plan. McElroy-Derr, unanimous.
3. The Board authorized staff to proceed with a Request for Proposal (RFP) for engineering services for the District Wide L&L Assessment District. Mulberg-Wright, unanimous.

#### **I. BOARD OF DIRECTORS BUSINESS**

1. President Perez wished Director Gerald Derr and General Manager Rita Velasquez a Happy Birthday, both of whom will be celebrating a birthday this week.

#### **J. COMMUNICATIONS FROM THE PUBLIC**

1. NONE

**K. IDENTIFICATION OF ITEMS FOR FUTURE MEETING**

1. Director Mulberg stated with the recent change in open burning rights as governed by the Sacramento Metro Air Quality Management District, he would like the Fire Department to forward a recommendation of revisions to the District's boundaries to be more consistent with the City's configuration.
2. Director McElroy asked the issue of resident/non-resident fees be agendized prior to the deadline publication date for next P&R Department Activity Guide. General Manager Velasquez stated the item will be agendized for the February 17 Parks & Recreation Committee meeting prior to the regular Board meeting.

**L. ADJOURNMENT TO EXECUTIVE SESSION**

1. NONE

**M. EXECUTIVE SESSION**

1. NONE

**N. ADJOURNMENT**

With no further business, President Perez adjourned the regular meeting at 7:58 p.m.

Respectfully submitted,

Rita K. Velasquez  
Secretary of the Board